ETHICS

Dealing with Businesses, Charities, and other Organizations

THE RULE:

Government employees must not show favoritism toward one private entity over another, regardless of the worthiness of the organization. Cardholder(s) consistently purchase the mandatory items from the mandated sources.

ETHICS

What is a Private Entity?

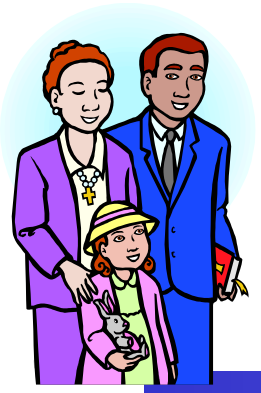
- Any Non-Federal Organization
- Examples:

-Businesses (Home Depot, Baxter, Dragon Raven)

-Organizations (Chambers of Commerce, Softball Leagues, Musical Groups, Scouts)

-Charities (Lion's Club, School PTA, March of Dimes)

-Individuals (Joe and/or Jane Citizen)



ETHICS

Gifts from Outside Sources

Government employees may NOT accept a gift from a prohibited source or given because of that employee's official position

ETHICS

Gifts from Outside Sources

There are 4 Steps that will help you in making your decisions in relation to Gifts:

#1. Is it from a prohibited source?

-A prohibited source is any person on non-Federal entity that deals with DoD

-Examples are: local businesses, contractors, sales people, organizations, charities, local citizens

ETHICS

Gifts from Outside Sources

There are 4 Steps that will help you in making your decisions in relation to Gifts:

#2. Is it really a gift?

-Certain small items are not considered a gift.

-Examples are: coffee, doughnuts, and similar modest items of food that are not meals; plaques, certificates and trophies; rewards and prizes from contests open to the public. However, MEDCOM does have the “Pizza Rule” which is a MEDCOM policy of NO food from vendors!

There are other examples – call your Ethics Advisor to see if one applies

ETHICS

Gifts from Outside Sources

There are 4 Steps that will help you in making your decisions in relation to Gifts:

#3. It really is a gift, but is it an exception?

-The $20 gift rule: You may accept a gift worth up to $20, even from a prohibited source, with the yearly total from one source not exceeding $50.

-Certain small tokens of appreciate such as cookies or flowers. It is best to share this with the office rather than keeping for yourself.

There are other examples – call your Ethics Advisor to see if one applies.

ETHICS

Gifts from Outside Sources

There are 4 Steps that will help you in making your decisions in relation to Gifts:

#4. Should I use the exception and keep the gift?

Remember that even if an exception allows you to keep the gift, ask yourself:

- How does it look?

- Would it undermine the public's confidence in the Government's integrity?

- Would I feel uncomfortable telling someone about it?

ETHICS

Gifts from Outside Sources

Bottom line:

If it seems like a bad idea to accept a gift…. THEN DON'T!

Remember:

Never ask for a gift, even when you could accept one if offered.

If you have any questions ask your Ethics Advisor

ETHICS

Conflicting Financial Interests

This is one of the most serious ethics rules and can result in Criminal prosecution if you violate it!

Examples are:

#1 You are responsible for purchasing computers for your office. You buy 20 IBM laptop computers. You own a large amount of IBM stock. Is this a problem? Absolutely! Somebody else must make the decision on what computers to purchase, you can't be involved as you have a conflict of interest.

ETHICS

Conflicting Financial Interests

This is one of the most serious ethics rules and can result in Criminal prosecution if you violate it!

Examples are:

#2. You need something for your section or department and are considering whether to purchase at Wal-Mart. Your spouse works for Wal-Mart. What do you do? You can't buy at Wal-Mart. Ask you supervisor to make the decision on where to buy it and to purchase it. You have a conflict of interest!

ETHICS

Employment Issues

Part-Time Employment: You can't work for a vendor you use as a source for IMPAC purchases

Post-Government Employment: After leaving DoD, if you are interested in working for a business for which you had substantial dealings while you were a DoD employee, you must call your ethics counselor for advise.

** There are certain restrictions on accepting post-Government employment and violations can result in criminal prosecution, so CALL YOUR ETHICS ADVISOR with questions!**